

## NOTES FROM THE DIRECTOR

### FORWARD EXAM

As we continue to work through our first year of implementation for the Forward Exam, we recognize a need from the field to open user permissions beyond the DAC in order to support you in the management of student information, especially given the timeframe between eDirect going live on 3/7 and the opening of the test window. To that end, please note the important information below in the Forward section that provides step-by-step directions on assigning district and school level user permissions. We hope this helps your final steps in preparation for administration of the Forward Exam.

### DLM

Please remember that the DLM Data Lockdown begins this coming Monday, March 14. Prior to that date, all districts must have uploaded their users, student enrollments, and rosters. DPI has been monitoring the Educator Portal, and is aware that ***significant numbers of students have not been enrolled and are missing from rosters***. In order to guide districts that may have not completed the necessary data uploads and/or validations prior to the 3/14 lockdown, we have provided a summary document that was attached to your weekly DAC Digest email. The information contained in that document, as well as the information in the DLM section below, should be shared with the relevant members of your staff to ensure the necessary tasks are **completed prior to Monday's deadline**.

~Troy

Troy Couillard, Director - Office of Student Assessment

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## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### FORWARD EXAM

- **NEW - Assigning District/School Level Permissions:** If DACs require support in the management of student information, other district level individuals can be assigned the permissions listed below by designating them as "District Technology Coordinators" (DTCs). To assign these permissions, please do the following:
  - Instead of selecting a permission set, these permissions will need to be selected individually on the "Available Permissions" side and moved to "Assigned Permissions." Multiple permissions can be selected by holding down the Control or z key
    - **Please select the following "User Role:"**
      - District Technology Coordinator
    - **Please select the following permissions:**
      - Search/view student data and download results
      - Students – Add/Edit
      - Students – Download Students
      - Students – Search/View

- Students – Upload
- Add/edit students and student data for testing online
- Download a list of student information for all students in a school
- Upload a list of students and student data for testing
- Test Session – Add/Edit
- Test Session – Delete Pre-created
- Test Session – Search/View
- The permissions listed above can also be included in the School Assessment Coordinator permission set and can be granted by SACs to other individuals at the school level. A single user can have SAC permissions assigned for multiple schools under a single profile.
- **PAST DUE - Forward Exam DAC [Confidentiality Forms](#) due **March 7, 2016****
  - If you have not submitted your forms to DPI, please email them to [sumana.sengupta@dpi.wi.gov](mailto:sumana.sengupta@dpi.wi.gov) by the end of this week. Please note that only the DAC confidentiality forms must be submitted to DPI. SAC, DTC, and STC forms must be submitted to DACs. Proctors, Test Administrators, and other staff handling the test materials must submit forms to SACs.

## **ACT HIGH SCHOOL ASSESSMENTS**

### **ACT & WorkKeys**

- **Updating the “not tested” information for students who do not take the ACT or ACT WorkKeys assessments** - ACT is collecting information on students who do not take the ACT or ACT WorkKeys assessments this Spring:
  - Schools should update the reason for not tested in the ACT PearsonAccess<sup>next</sup> system for relevant students during **March 16 - 25**.
  - Information on the ‘not tested’ reasons is available in the answer document supplement that ACT shipped along with the non-secure materials.
  - More information on how to update the PearsonAccess<sup>next</sup> system is available in the “User Guide for Completing the Not Tested Information.” This User Guide is available in the [DPI ACT Resources webpage](#).
- The ACT and WorkKeys test dates, and reminders for before, during, and after test dates are available at the [DPI ACT What’s New webpage](#)

Assessment	Initial Test Date	Accommodations Testing Window	Makeup Test Date
The ACT	March 1	March 1 - 15 (weekdays)	March 15
ACT WorkKeys	March 2	March 2 - 16 (weekdays)	March 16

- **After Testing:**
  - Ensure the completeness and accuracy of all test date administration forms.
  - Pack the materials according to the “After the Test” and “Collecting, Packing, and Returning Materials” sections in the administration manuals.

- Email [statetesting@act.org](mailto:statetesting@act.org) if your school did not test due to an unforeseen circumstance.
- **Pre-scheduled pick up of make-up testing materials (ACT & WorkKeys – March 17 @ 5:00 pm)**
  - Please follow the directions on page 61 of the ACT Administration Manual. Contact the ACT help desk directly with any ACT specific questions (i.e. accommodations, answer documents, shipping information and shipping directions).
- **Emails from ACT sent on 2/29/16** - ACT sent information regarding:
  - Returning test materials to all test coordinators and DACs
  - Test day reminders and contents of the secure shipment, handling procedures, make up test ordering, and training resources via email to all DACs and test coordinators

## ACT Aspire

- **Student Data Review and Update - Due next week:**
  - DPI staff have uploaded the student data file to the ASPIRE portal. The data file is based on the WSLs/ISES updates made by districts as of February 13, 2016. School/District staff should review and edit 9th and 10th grade student data files in the ACT Aspire Portal to ensure accuracy during the window of **Feb 26 to March 18**.
  - Student data is visible only for staff with Test Coordinator or Administrator roles in the ASPIRE portal. Staff with Educator role will not be able to access student data. DACs and high school principals should access the ACT Aspire Portal and update the permission status of district and school users. Guidance for managing permission status of authorized users can be found at ACT Aspire [Portal User Guide](#).
  - In order to view the students in the ASPIRE portal, select the “Students” tab and then select the “Find Students” dropdown from the list. You will need to filter by grade level to see the number of students at each grade.
- **Personal Needs Profile (PNP) update:**
  - All students’ accommodations information needs to be added and updated into Personal Needs Profiles (PNP) in the ACT Aspire Portal.
  - The **deadline to order paper-based tests is March 18. Only students who require Large Print, Braille, or American Sign Language are eligible for paper tests.** Those students must have a completed PNP and be placed into **paper-based test sessions**. Test sessions for these students must be created in the ASPIRE portal by **March 18**.

## ACCESS for ELLs

- **REMINDER** - Please verify that all schools in your district have returned their testing materials, blank booklets, etc to DRC. This includes Private and Parochial schools.
- **REMINDER** - Demographic data validation will be open **Monday March 14 through Friday, March 22**. Instructions will be posted on the WIDA AMS later this week, and directions will be mailed to you via the WIDA AMS prior to March 14th.
- **NEW** - Data files and paper score reports are scheduled to be available on **April 11**. Please plan for this data release, along with the **April 11 - April 22** post-reporting data validation period.

## DYNAMIC LEARNING MAPS (DLM)

- **Monday, MARCH 14 - Data Lockdown:**

- **Please refer to the information below, as well as the separate summary document attached to today's DAC Digest email, and share as needed with other relevant team members.**
- **Reminder:** In an effort to prevent possible invalidations and misadministrations, DLM is implementing a lockdown of all Educator Portal data except student PNPs and FCS. This lockdown window will begin Monday, March 14 and continue through the end of the test window on May 20. All data should be checked and validated by both the District Assessment Coordinator and the Test Administrator prior to this time.
- **NEW - Data Lockdown Changes:** Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk at 1-855-277-9751.
  - Once you have reached the helpdesk automated answer, press '8' to be directed to data lockdown support staff and bypass the wait time.
  - Changes can be made via phone or through a template that is submitted through a secure file transfer. DLM helpdesk will provide the appropriate template based upon the change necessary.
  - DO NOT send student identifiable information through email. This includes student names, WSNs, birthdate, etc.

- **Special Circumstance Codes:**

- **Reminder - DLM** will include a function for only the DTC or BTC roles to document a reason for nonparticipation (i.e. parent-opt out, significant medical emergency, recently arrived, etc.) on the DLM assessment.
- **NEW - Special Circumstance Codes** can only be entered once the test window has opened and a testlet is assigned to the student. DTCs or BTCs should follow procedures in the [Test Administration Manual](#) (p. 126) to locate the student test tickets, select the testlet name (in blue text) to reach the screen below and then enter the appropriate circumstance code. Once a code has been selected and saved, it CANNOT be changed. All students who do not complete the required assessment will count as 'not tested' for accountability purposes.

State Student Identifier	Last Name	Grade	Roster	School ID	Current School Year	Educator ID	Educator First Name	Educator Last Name	Assessment Program	Test Information	Special Circumstance	Special Circumstance Status
Enrolled Students												
<input checked="" type="checkbox"/>											Select	N.A
<input type="checkbox"/>											Select	N.A

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Save

- **REMINDER** - DLM Braille files will be delivered through Educator Portal this year. If a student has Braille marked in their PNP, the BRF will appear once the testlet is assigned in the same location as the Testlet Information Page (TIPs). The district is required to emboss all forms and enter the student response in KITE Client. More information can be found in the [Test Administration Manual](#) on page 138.

## **PALS**

- **REMINDER** - The PALS Spring 2016 administration window for 4K through 2nd grade is scheduled for April 25 - May 20, 2016.
- **REMINDER** - Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

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## **DAC DIGEST DIGESTIBLES** (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
March	1 - 15: ACT Plus Writing assessment window for students with accommodations (Grade 11)	ACT
	2 - 16 ACT WorkKeys assessment window for students with accommodations (Gr. 11)	WorkKeys
	<b>14 - May 20: DLM Data Lockdown</b>	<b>DLM</b>
	14 - 22: ACCESS for ELLs Demographic Data Validation Window	ACCESS
	15: ACT Plus Writing Make Up Day (Grade 11)	ACT
	16: ACT WorkKeys Make Up Day (Grade 11)	WorkKeys
	<b>18: Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions; Review and revisions of student data in Aspire Portal should be completed</b>	<b>ACT ASPIRE</b>
	22: Tea w/Troy Optional Office Hours Webinar 3:00-4:00	General
	28 - May 20: Forward Exam window – ELA, and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	Forward
	28 - May 20: DLM Exam window – ELA, and Mathematics Grades 3-11, Science Grades 4 and 8-11 and Social Studies Grades 4, 8, and 10	DLM
April	11: ACCESS for ELLs Score Reports sent to Districts, Data available in WIDA AMS	ACCESS
	11 - 22: ACCESS for ELLs Post-Reporting Data Correction Window	ACCESS
	25 - May 20: PALS Spring 2016 administration window for 4K through 2nd grade	PALS
	25 - May 27: ACT Aspire Grades 9-10 Assessment Window	ACT Aspire

Important Tasks to Remember		
<input type="checkbox"/>	Check Unsent Responses in WIDA TSM. Turn off/uninstall WIDA TSM before installing/starting FORWARD TSM.	ACCESS & Forward
<input type="checkbox"/>	Plan for March 14-22 ACCESS for ELLs Demographic Validation	ACCESS
<input type="checkbox"/>	Double-check that all schools in your district have returned their testing materials, TAMs, blank booklets, etc to DRC. This includes Private and Parochial schools.	ACCESS
<input type="checkbox"/>	Provide feedback to WIDA/DRC on how ACCESS testing went <a href="#">HERE</a> .	ACCESS
<input type="checkbox"/>	Plan for April 11-22 ACCESS Post-Reporting Data Correction Period	ACCESS
<input type="checkbox"/>	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	<b>By 3/18:</b> <ul style="list-style-type: none"> <li>Review and revise student data in Aspire Portal</li> <li>Order paper-based tests for students who require Large Print, Braille, or American Sign Language; complete PNP and place into paper-based test sessions</li> </ul>	Aspire
<input type="checkbox"/>	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
<input type="checkbox"/>	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
<input type="checkbox"/>	Review <a href="#">DLM Science Test information</a>	DLM
<input type="checkbox"/>	Upload Student Enrollments and Rosters using new templates available on the <a href="#">DLM Website</a>	DLM
<input type="checkbox"/>	Review Education Portal data prior to March 14 lockdown	DLM
<input type="checkbox"/>	Submit DAC Confidentiality Forms to DPI	Forward
<input type="checkbox"/>	Check out OTT and Student Tutorials	Forward
<input type="checkbox"/>	Review <a href="#">2016-2017 Reading Readiness guidance from DPI</a>	PALS

NEW: Website Update Highlights*		
<i>*As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Webpage	Contains	Assessment
<a href="#">eDIRECT User Guide Part 2 - Students and Testing</a>	This guide covers how to add, edit, and manage student information in eDIRECT.	Forward
<a href="#">User Guide for Completing the ACT &amp; WorkKeys Not Tested Information</a>	This document provides step by step directions on how to update the PearsonAccess <sup>next</sup> system with reasons for not testing in ACT and/or WorkKeys for relevant students	ACT & WorkKeys
<a href="#">Wisconsin-specific AVOCET</a>	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
<b>Reminder:</b> <a href="#">Calendar of Training Events</a>	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
<a href="#">DLM Wisconsin</a> OR <a href="#">DPI DLM</a>	Revised Social Studies Rater Forms are posted for the 15-16 administration	DLM